



Robert S. Peters  
Secretary

COMMONWEALTH OF KENTUCKY  
PERSONNEL CABINET  
200 FAIR OAKS LANE  
5TH FLOOR  
FRANKFORT, KENTUCKY 40601

Paul E. Patton  
Governor

December 19, 1996

PERSONNEL MEMO 96 - 14

**MEMORANDUM**

**TO:** Cabinet Secretaries  
Agency Heads  
Personnel Executives

**FROM:** Robert S. Peters *RSP*  
Secretary

**SUBJECT:** Payment of Part-Time Employees for Holidays

There seems to be little or no consistency across state government with respect to the payment of part-time employees on holidays. Agencies have tried different approaches to this issue in the past, including provisions that only employees scheduled to work the day before or the day after the statutory holiday would be eligible for payment. Some agencies determine payment based on whether the part-time employee was scheduled to work on the holiday and pay for the number of hours he or she was scheduled to work. These approaches have led to inconsistent and perhaps unfair treatment of part-time employees in past years.

The Statute, KRS 18A.190 provides that, "State employees shall be given a holiday on the following days..." Part-time employees are covered by this statute. As such, no active employee should have to meet any criteria with respect to work schedules to be eligible for holiday pay.

Therefore, effective immediately, all part-time employees who work over 100 hours per month are to be paid for 7.5 hours or 8.0 hours depending on the workweek code on the P-1. Code 1 and 3 would equal 7.5 hours of holiday pay. Code 2 would equal 8.0 hours of holiday pay. All part-time employees who work less than 100 hours per month are to be paid for 3.75 hours. **ALL** part-time employees are to be paid according to this policy, regardless of whether they are scheduled to work on the particular holiday.

For holidays of less than a full day, such as Good Friday, part-time employees who work over 100 hours per month are to be paid for the total hours for which full-time employees are paid. Part-time employees who work less than 100 hours per month are to be paid for ½ of the total hours for which full-time employees are paid.

Please take the necessary steps to insure compliance with this memo.